



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: PERSONNEL SUPERVISOR II

SALARY RANGE(S):	Range A: \$4,106 - \$5,140* <i>*There is an additional \$2,400 annual Recruitment & Retention bonus for this classification</i> <i>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	Human Resources Department
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Sonoma Developmental Center (SDC) has a vacancy for a Personnel Supervisor II (the PS-II). The PS-II supervises, trains, and provides technical assistance to subordinate staff; plans, organizes, coordinates, and monitors/reviews workload to ensure accuracy and timely processing of pay, supplemental payments, certification processes, health benefits, timekeeping; evaluates job performance (quality and quantity of work, attendance records, etc.); prepares performance evaluations and takes corrective action as necessary; determines training needs to assigned staff; provides direction to subordinate staff on the interpretation and application of all pertinent laws, rules, policies, and procedures relating to personnel and payroll issues; and assists staff in the application of contract provisions. The PS-II is responsible for the overall supervision of the Workers' Compensation, Industrial Disability/Non-Industrial Disability/State Disability and FMLA programs. The incumbent prepares and reviews performance evaluations; reviews duty statements; conducts meetings with staff to disseminate, review and interpret policy changes, new policies, etc.; performs desk audits to ensure staff adhere to policies and procedures. The Personnel Supervisor II prepare/gathers data and creates various reports using the State Controller's Office Management Information Retrieval System (SCO/MIRS) database and downloads to Excel reports. The PS-II responds to inquiries from staff and the public, reviews and approves staff attendance; effectively promotes equal opportunity maintaining a work environment free of discrimination and harassment; prepare and reconcile various reports; revolving fund advances; accounts receivable; license update for all licensed staff, and review Retroactivity Report and Payroll Irregularity Notices. Additional duties include monitoring and securing the decentralized payroll; create the decentralized calendar; tracking Individual Development Plans (IDPs) and Probationary Reports.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of any one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING:

Sonoma Developmental Center
Personnel Examination Department – Porter Administration Building, Room #124
P.O. Box 1493 (Use when mailing)
15000 Arnold Drive, Eldridge, CA 95431
(707) 938-6428 Contact Karen Clark, Administrative Services Director, for questions specific to the position.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 03/20/15; FFD: Until Filled; Class Code: 1314